CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: 11772					
Classification Specification: ACCOUNTING/ADMINISTRATIVE COORDINATOR					
Salary Range:AF 30					
Position Title: <u>Information Technology Accounting/Administrative Coordinator</u>					
Incumbent:					
Location: Information Technology - Administration					

GENERAL PURPOSE:

Under the direction of the Information Technology Director, perform a wide variety of complex and technical accounting, purchasing, and administrative support duties related to department operations; coordinate and complete accounting and administrative projects and details; and supervise administrative support staff, office operations and work flow.

Work is characterized by a high degree of difficult, complex and responsible accounting and administrative duties in addition to supervisory responsibilities. The incumbent is responsible for developing, revising and implementing accounting systems and procedures for the department; coordinating and tracking the purchase of hardware/software based on citywide needs; developing capital project cost projections; oversight of the day to day office operations of the department; supervising administrative support staff.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a variety of departmental accounting duties related to public sector budgeting, cost allocation, cash flow and departmental operations, revenues and expenditures; coordinate the accounting system for the department.

Coordinate purchase of and track Information Technology-related equipment based on citywide needs, vendor inputs, and state agency requirements; ensures that transactions are in compliance with City purchasing policies.

Assist in the City's annual Capital Improvement Program proposal development with a

focus on citywide technology purchases.

Develop and maintain extensive monthly journal entries to charge-back IT expenses (data processing, telecommunications and multimedia) to department operating and project budgets citywide.

Draft department budget proposals based on divisional inputs and requirements; coordinates the preparation of budget documents and presentation materials.

Monitor, track, and assist with the audit of existing citywide software licenses to ensure proper usage and compliance with local, state and federal agency requirements.

Monitor, track and renew hardware and software support agreements for citywide Information Technology equipment.

Compile and summarize department financial and statistical data; reconcile assigned accounts; compose correspondence for area of work; develop cash projections to assist in cash flow management and cost projections for capital project budgeting.

Analyze and track department expenditures to assure conformance with budget limitations and established fiscal policies.

Oversee the accounts payable, receivable, purchasing and timekeeping functions for the department.

Maintain IT credit cards, track training/travel related expenses, and process reimbursements; coordinate travel and training arrangements for department-related trips or conferences.

Communicate and assist the public, vendors, City employees and outside agencies by relaying messages, answering questions, responding to requests, resolving problems, referring callers to others, explaining department procedures.

Serve as IT Department's Records Manager to assist in the state-regulated retention program and destruction of records.

Provide research, analysis, reports and proposals on budgetary issues as assigned; monitor monthly balance of one or more division budgets as assigned.

Serve as office manager for the Information Technology Department and administrative assistant to the IT Director, relieving the director of administrative details; requisition office supplies and other equipment, and other clerical services; research and develop resources that create timely and efficient workflow.

Supervise assigned administrative staff in accordance with the City's policies and procedures and applicable laws.

Represent the department on various citywide committees, meetings, seminars, conferences and training as appropriate; maintain current understanding of department

functions and programs.

Become familiar with, follow and actively support the City's mission, vision, values and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standard Board (GASB)
- Budgeting, Accounting and Reporting System (BARS)
- Municipal government policies, procedures, structure and objectives
- Applicable local, state and federal laws, codes, regulations and ordinances
- Principles and practices of governmental budgeting, accounting and purchasing
- Revenue and cost analysis and capital cost projecting
- Operations, organization and functions of the department
- Computer systems and applications related to accounting
- Database skills in extracting and summarizing data
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Research and analysis methods and techniques
- Supervisory principles and practices

SKILLED IN:

- Analysis of financial statements and reports
- Preparing and administering department and Capital Improvement Project budgets
- Using complex spreadsheets and reports
- Application of principles and practices of administration, supervision and training
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Effective team player to develop and/or implement specialized computer systems
- Effective organization and expression of ideas orally and in writing
- Use of telephone techniques and etiquette

ABILITY TO:

- Perform difficult and complex administrative assistance to relieve the Director of administrative details which may require independent judgment
- Perform a wide variety of accounting and budgeting duties
- Exercise a high degree of independent judgement in problem solving and decision making of accounting duties
- Work with an automated financial management system
- Work with a Project Accounting System and understand and administer the accounting function of various and numerous grants
- Prepare, analyze and review financial accounting documents, spreadsheets, statistics, records and reports for the department

- Perform budget coordination for department and related budgetary assignments
- Apply accounting and financial record-keeping principles to the accurate maintenance of specialized fiscal and accounting records
- Provide technical expertise and information regarding accounting principles, practices and policies
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public
- Analyze complex data and situations and adopt an effective course of action
- Link information from multiple tables, sources and spreadsheets
- Effectively present information and respond to questions from other departments and employees
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office machines tools and equipment as listed below
- Organize and prioritize work to meet schedules and time lines
- Work independently with little direction
- Work confidentially with discretion
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; calculate and apply complex tax formulas; draw and interpret graphs and charts; and apply these concepts to financial issues
- Plan and organize work
- Meet schedules and time lines
- Maintain sustained attention to detail and work under pressure of rigid deadlines

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in accounting, finance, business administration, or related field;

and

Experience: one (1) year of increasingly responsible experience in finance, accounting, budget,

administrative services coordination.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Some lead or supervisory experience preferred
- Valid Washington state driver's license, or ability to obtain within 30 days of employment

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, scanner calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. The employee is regularly required to sit, talk and hear normally with or without mechanical assistance. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment. The incumbent may be required to drive to various locations within the City. Incumbent may be exposed to individuals who are irate or hostile and may be subject to long hours due to the attendance at evening meetings. The noise level in the work environment is usually moderate.

SIGNATUR	ES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee		Date	Employee Services Director/Des	ignee Date
**Note:		nce appraisal	d and updated annually at the ; when this position becomes vacasignificantly.	

Revised: 6/19/03